

# Pixie Wings Nursery

## Child Settling-In Guide

To make the settling in period smooth and comfortable for the child, parents and the nursery staff, please follow this guideline.

### What does the child need to know and feel?

1. I will be happy in the nursery.
2. My parents trust this nursery so I will be safe in the nursery. My teacher will look after me.
3. It is okay to miss my parents. My parents will come back to pick me up.

Children understand the words and the body language much more than you imagine. So please tell your child the above 3 points before bringing them to the nursery.

### What does the nursery need to know?

- Please complete the admission form accurately and share any additional information that will help us care for your child, including medical needs, allergies and emergency contacts
- Also, the nursery needs to know the child's nickname, home language, previous nursery experience and reason for leaving, favourite activities, comfort items, nappy or potty routines, and ways of showing distress.

### Preparation & Arrival:

- Please bring the items on the nursery's agreed packing list, including spare clothes, nappy supplies where needed, and an agreed comfort item. Confirm any food arrangements with the nursery.
- Child should have very good sleep on the night before. Maintain a consistent bedtime and wake-up routine before and during settling in.
- Share the child's nickname and preferred language communication, and familiar words for food, water, sleep and comfort. Share your child's usual nap times and signs of tiredness so nursery sessions can be planned around their needs.
- We will inform you on our recommended arrival time when the child teacher can welcome your child and support the handover. This is usually before 9 AM, taking your child's routine into account. This is because:
  - Children should be in the best mood in the morning, if they have a good sleep and breakfast
  - Fewer children will be in the nursery at this time, so the child will have plenty of toys and activities to play with
  - Their teacher has free time to focus with them and build a good bond with the child

### Suggested First Week Schedule

#### Day 1 - Around one hour

The first visit usually lasts around one hour. Parents are required to stay the whole time with the child to support the child and the teacher will play, interact and do the planned activities with child and mother and build positive relationships with them. The teacher should use this time to ask parents about the child.

### Days 2 and 3 - Gradually longer visits

The parent stays for part of the visit, then gives a clear goodbye and remains in reception. Build towards approximately two hours, then three hours, only as the child manages.

- Use simple, positive words about nursery. Explain who will collect your child using a familiar event, such as “after lunch”, when that matches the plan.
- On these days, we will try to take the child to the garden with his friends and continue the planned activities with the child and parents in the activity room.

**Parents should always mention where they are and that the child is safe and happy.**

### Days 4 and 5 - Half day or longer if ready

Introduce more of the routine gradually. Agree meals and naps with the parents. A full day by day five is an option, not a requirement. Again, parents should stay around the nursery with max 15 minutes to arrive once the nursery calls.

### When to extend or slow down

Extend when the child accepts comfort, has periods of relaxed play and begins to engage with familiar routines. Slow down when distress remains intense despite responsive support, or the child is struggling throughout the visit. Visits may be repeated, shortened or extended according to the child’s response. Completing the first week does not necessarily mean the settling-in process is complete.

**We need the child to leave every day comfortable.**

## Guidance for parents and nursery staff

### Parents should avoid

- Having a long goodbye, repeatedly returning after saying goodbye, or making promises about collection that cannot be kept.
- Comparing the child with other children, calling them “naughty” for crying, or threatening to leave them at nursery.
- Starting several major changes together are not recommended, such as potty training or stop breast feeding or removing a comfort item while starting nursery.

### Nursery staff should

- Welcome the child by name and use the same key teacher for handovers where possible. Prepare a quiet, familiar activity before arrival.
- Name the feeling calmly: “You miss Mama. She will come back after a while.” Offer closeness or physical comfort sensitively and follow the child’s cues.
- Check basic needs, including tiredness, hunger, thirst and nappy care. Offer play and group activities without forcing participation.
- Agree to a first update after the handover and share honest observations through Daily Connect. Supervision takes priority over photographs.
- Record what helps, how the child recovers after separation and the next agreed step.

### Signs the child is becoming more comfortable

Look for a pattern across visits: the child accepts support from a familiar adult, shows periods of relaxed play, communicates needs in their own way and begins to manage care routines. The child eats or sleeps in the nursery. Some tears at goodbye can still occur; recovery and wellbeing across the visit matter too.